

23 September 1974

MEMORANDUM FOR: Senior Training Officer DDI

SUBJECT : Nominations for Executive Seminar


1. Nominations are due in my office not later than 22 November for the National Economy and Public Policy Seminar at Kings Point, 2 - 14 February 1975.

2. The Agency has two spaces reserved for this seminar. (DDI requested two spaces.)

3. Please submit six copies of all nomination papers for your candidates--an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar.

  
Executive Secretary  
Training Selection Board

25X1A

ES-TSB  :maq  
Distribution:  
Orig - Adse  
2 - ES-TSB

25X1A

13 December 1974

Mr. Raymond Borntraeger  
Director, Executive Seminar Center  
c/o U. S. Merchant Marine Academy  
Kings Point, Long Island  
New York 11024

Dear Mr. Borntraeger:

This will confirm telephone conversation between Mrs. [REDACTED] and [REDACTED] of my staff advising that because of an unforeseen requirement here we are withdrawing [REDACTED] from the Seminar for Advancing Managers at Kings Point, 19 - 31 January 1975.

In [REDACTED] place we are nominating [REDACTED] GS-15 Planning Officer. Enclosed is Optional Form 37 on [REDACTED]

Sincerely,


[REDACTED]  
Registrar


Enclosure

ES-TSB [REDACTED]:maq  
Distribution:  
Orig - Adse w/Encl  
2 - RG/SRS/TR  
2 - ES-TSB

# NOMINATION FOR INTERAGENCY TRAINING

COURSE	1. Course title <b>Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160011-4</b>	2. Cost <b>\$ 750</b>
	<b>Seminar for Advancing Managers</b>	3. Agency offering course <b>Civil Service Commission</b>
	4. Dates of course <b>19 - 31 January 1974</b>	5. Location of course (City, State) <b>Kings Point, New York</b>

NOMINEE	6. Name (First) (Initial) (Last) (Mr., Miss, Mrs.) 	7. Position title <b>Planning Officer</b>
	8. H	9. Pay plan and grade <b>GS-15</b>
		10. Office telephone (including Area Code) <b>202 - 351-1100</b>
	11. Enter here special information required by the course announcement  <b>Assigned to present position: February 1974</b>	

AGENCY	12. Billing address (including ZIP Code)  <b>Registrar, Office of Training Central Intelligence Agency Washington, D.C. 20505</b>	13. Approving official (signature and title)   <b>Registrar</b>
		14. Date <b>13 December 1974</b>
		15. Telephone (including Area Code) <b>202 - 351-2193</b>

**Registrar, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505**

16. Return address of nominating agency (including ZIP Code)  
←

## FOR USE BY AGENCY OFFERING TRAINING—DO NOT FILL IN THIS PART

ACTION	17. Nominee is: <input type="checkbox"/> Selected as nominated <input type="checkbox"/> Selected for alternative dates (see Remarks) <input type="checkbox"/> Not selected (see Remarks)	18. Remarks
	19. First session of class meets	


### INSTRUCTIONS TO NOMINATING AGENCY


- Observe the Nominating Criteria and Special Instructions in Course Announcement or Bulletin before completing this form.
- All requested information, Items 1 through 16, must be furnished. Use typewriter to complete form.
- Submit the original and the first three copies (do not remove carbons) to the agency offering the training. See Course Announcement or Bulletin for correct address. The agency submitting the nomination may retain the additional two copies.
- A copy of this form will be returned by the agency sponsoring the training, indicating the action taken on the nomination in the ACTION block.

**Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160011-4**

# NOMINATION FOR INTERAGENCY TRAINING

COURSE	1. Course title <b>Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160011-4</b> <b>Seminar for Advancing Managers</b>	2. Amount of course fee <b>\$ 750</b>
	4. Dates of course <b>19 - 31 January 1975</b>	3. Agency offering course <b>Civil Service Commission</b>
		5. Location of course (City, State) <b>Kings Point, New York</b>

NOMINEE	6. Name (First) (Initial) (Last) (Mr., Miss, Mrs.) 	7. Position title <b>Intelligence Research Specialist Branch Chief</b>
		9. Pay plan and grade <b>GS-14</b>
		10. Office telephone (including Area Code) <b>202 - 351-1100</b>
11. Enter here special information required by the course announcement  <b>Assigned to present managerial position: 23 June 1974</b>		

AGENCY	12. Billing address (including ZIP Code) <b>Registrar, Office of Training Central Intelligence Agency Washington, D.C. 20505</b>	13. Approving official (signature and title)  <b>Registrar</b>
		15. Telephone (including Area Code) <b>19 November 1974</b> <b>202 - 351-2193</b>

**Registrar, Office of Training  
Central Intelligence Agency  
Washington, D.C. 20505**

16. Return address of nominating agency (including ZIP Code)  
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UNCLASSIFIED

Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160011-4

INTERNAL  
USE ONLY

CONFIDENTIAL



SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Secretary  
Training Selection Board 1036 CofC Bldg

EXTENSION

2193

NO.

DATE

6 November 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chairman  
Training Selection Board

11/6

17 NOV

[Signature]

Attached for your consideration  
are four nominations for the  
"Seminar for Advancing Managers" at  
Kings Point, 19 - 31 January 1975:

2.

3.

25X1A

4.

5.

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25X1A

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0 - 4 - 1 - 1 - 2 -

8

0 - 1 - 4 - 4 - 3 -

12

12.

0 - 3 - 2 - 3 - 2 -

10

1 - 2 - 3 - 2 - 1 -

9

13. Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

14.

15.

11-19- 2001 Sending 136 and Address on [Redacted]

Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160011-4

FORM  
3-62

610

USE PREVIOUS  
EDITIONS

SECRET



CONFIDENTIAL

INTERNAL  
USE ONLY

UNCLASSIFIED

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Executive Secretary  
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EXTENSION

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TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Fred W. M. Janney  
5 E 56 HQS

8

J

Attached for your consideration are four nominations for the "Seminar for Advancing Managers" at Kings Point, 19 - 31 January 1975:  
25X1A

The Agency has one space reserved for this seminar.

Please return these papers to me indicating your ranking of the candidates.

25X1A

13 Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

15.

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SUBJECT: (Optional)

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Training Selection Board 1036 CoFC Bldg

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

3 C 43 HQS

11 NOV

gm

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11 Nov 74



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DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Dr. Karl H. Weber  
6 F 20 HQS

RECEIVED

FORWARDED

7 Nov. KHW

Attached for your consideration  
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Kings Point, 19 - 31 January 1975:

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25X1A

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7.

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10.

25X1A

11.

12.

13. Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

14.

15.

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FORM  
3-62

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RECEIVED

FORWARDED

1

2 F 20 HQS

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25X1A

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Executive Secretary  
Training Selection Board  
1036 Chamber of Commerce

14.

15.

25X1A



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